PRACTICE TYPE: General Administrative

PRACTICE TITLE: Disposal of Surplus or Obsolete Goods

A. Purpose

Niagara College is responsible for tracking all furniture and equipment. This practice will outline the requirements for tracking furniture and equipment that is no longer in use because it is either surplus or obsolete.

B. Procedures on Disposal of Surplus or Obsolete Goods

1. The Director, Facilities Management is responsible for establishing Practices/Procedures for reporting furniture and equipment regarded as “surplus/obsolete”.

   The Purchasing Manager is responsible for establishing Practices/Procedures regarding the external disposal (by sale or donation) of surplus/obsolete furniture and equipment.

2. Each Division/Department Head shall review with their staff all furniture and equipment to determine what continues to be useful, needs replacement, is surplus or obsolete, is scrap, or is equipment that should be dismantled and retained for spare parts or as parts for student experimentation.

3. Furniture and equipment that is no longer being used, is scrap (not suitable for repair), has been dismantled for spare parts or parts for student experimentation, or is not suitable for trade-in on current or projected College purchase(s) should be declared as surplus/obsolete.

   A “DECLARATION OF SURPLUS/OBSOLETE FURNITURE AND EQUIPMENT” form is to be prepared/authorized by the Division/Department Head outlining details; i.e., description, inventory number (including in the case of equipment, the serial number and operating/maintenance/spare parts information available), original purchase price, year of purchase, condition (scrap, poor, good or excellent).

   This form is to be forwarded to the Director, Facilities Management who will arrange with the Inventory Record and Control Department for the gathering thereof, follow-up as to accuracy of record and determination of disposition process. Where inventoried furniture/equipment is assessed/confirmed as scrap, the Inventory Record & Control Department will be advised in order that records can be adjusted. Where furniture/equipment is assessed as being of value to other College departments, Facilities Management will forward a communication to Division/Department Heads.
PROCEDURE TITLE: Disposal of Surplus or Obsolete Goods

Where transfers of inventoried furniture/equipment result, an advisement of new location will be made to the Inventory Record and Control Department for record update purposes. If furniture/equipment is deemed of no internal College use, but having value externally (through sale or donation), the Director, Facilities Management will arrange short-term storage, and the “DECLARATION OF SURPLUS/OBSOLETE FURNITURE AND EQUIPMENT” form forwarded to the Purchasing Manager for action.

4. The Purchasing Manager will contact the Vice-President, Administration and/or Director, Financial Services to obtain approval for the external disposal of surplus furniture/equipment.

5. Upon receipt of approval to dispose externally of the College, the Purchasing Manager will investigate sale to original supplier or another supplier of similar goods; sale to second-hand dealer(s); an exchange for other goods or services; donation to charitable or needy tax-funded or tax-subsidized institution(s); or scrap or sale/disposal/auction through advertising or the Niagara Public Purchasing Committee.

Unless specifically authorized by the Vice-President Administration and/or Director, Financial Services, NO sales or surplus furniture/equipment will be effected to College employees other than through advertising or the Niagara Public Purchasing Committee. Details of these sales will be provided to all Division/Department Heads.

All proceeds realized by sale are to be credited to the College General Revenue account, unless otherwise arranged by the Vice-President, Administration and/or Director, Financial Services.

6. Where surplus furniture/equipment is of a type that could be used within another area of the College at a later date, the decision on whether to dispose within the short-term or to hold for long-term storage is made by Facilities Management and will depend on the length of time items will have to be kept and the various costs accruing to Facilities Management while the items are in their possession. Important other considerations in the retention are obsolescence, deterioration, availability of space, and physical handling. If storage is elected, advice of final disposition of inventoried furniture/equipment is provided by Facilities Management to the Inventory Record and Control Department for record update.